MYVECTOR – CAREER PATH TOOL

ADMINISTRATOR USER GUIDE

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1.0 Overview

This User Guide is intended for the Administrator User Role. Please refer to the other MyVector / Career Path Tool user guides for non-administrative functions: Individual User, Report Manager, Career Field Manager and Development Team. The Administrator User Role has functionality in both MyVector and CPT Management. NOTE: Certain Admin roles will have the ability to execute individual queries.
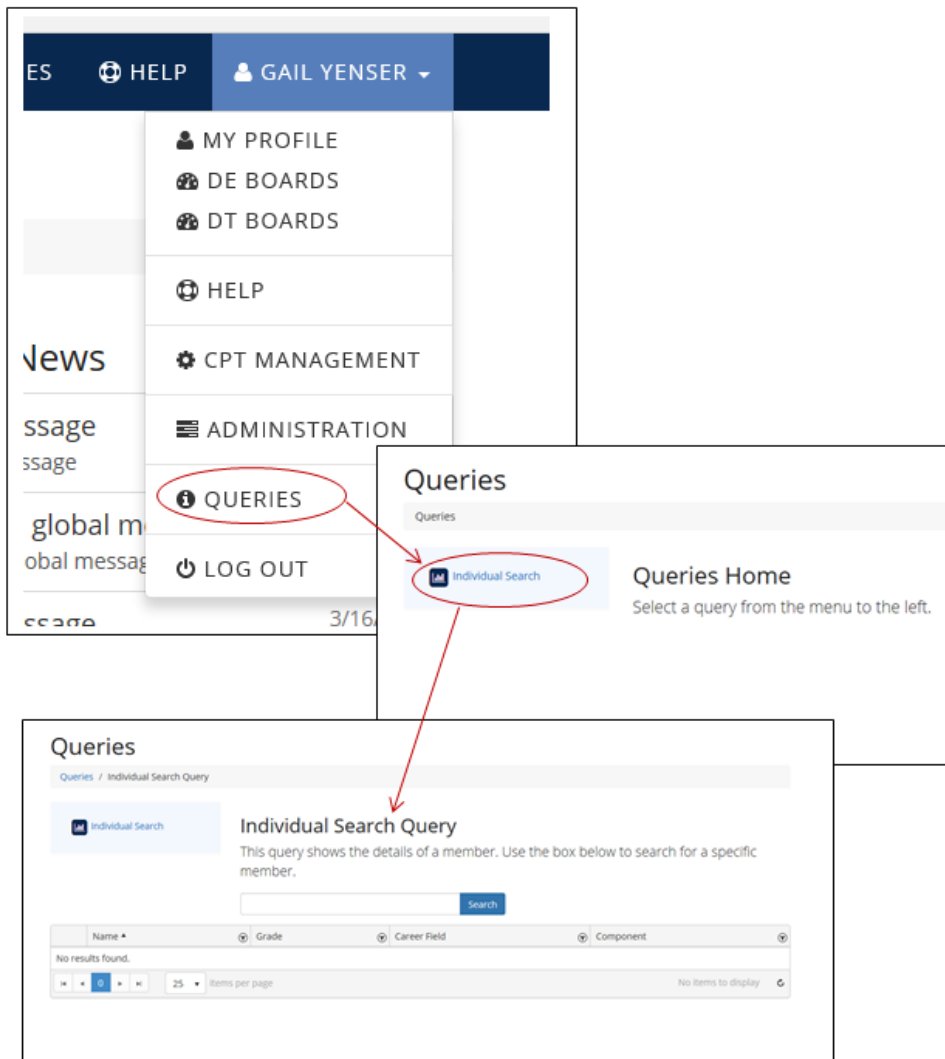

Figure 1.0.1 – Individual Search Query

Enter the name (last name, first name or just last name) in the search block and click search. The results will be returned. If there is only one record meeting the criteria the individual's record information will display along with the option to export a career brief.

2.O MyVector Administration

The Administrator is able to access the Career Path Tool Administrative functions through the CPT Management Option under their Name in the top right portion of the application. For Administrator capability within MyVector, the Administrator will select the Administration tab. As functionality is migrated from the legacy Career Path Tool application, the capabilities within MyVector will consume those from within Career Path Tool. The Administration tab will allow the MyVector Admin user to access the following:

- Reports
- DE Lookup Tables
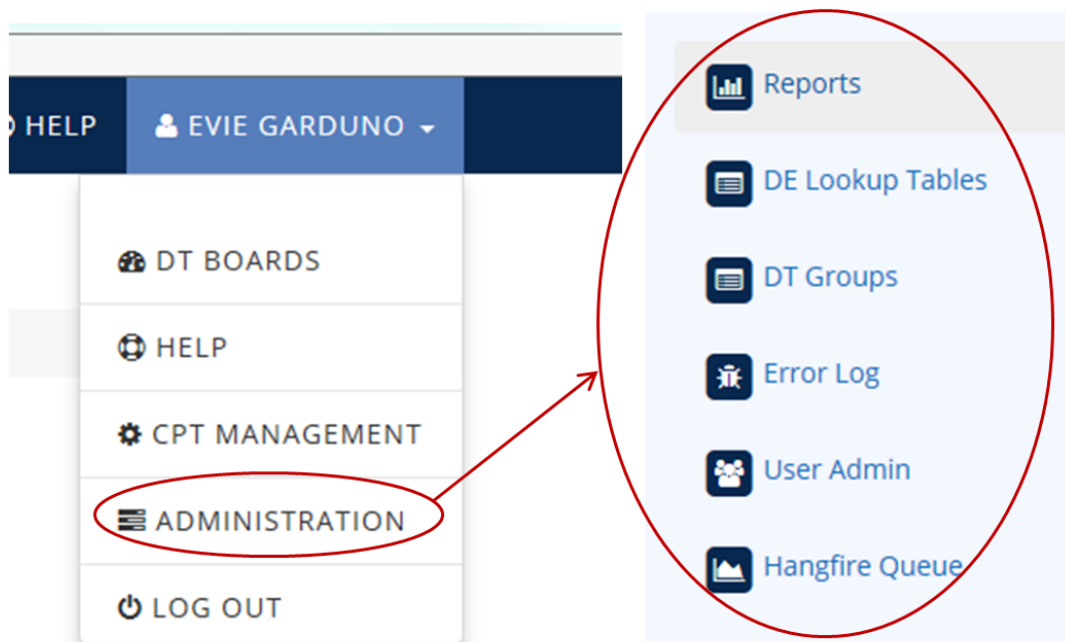- DT Groups
- Error Log
- User Admin
- Hangfire Queue

Figure 2.0.1 - Administration Menu

The "Reports" link allows the Administrator to run the Mentor Profile Report and Mentoring Plan Assessments Report.

Run and View Reports

Mentor Profile Report

Mentoring Plan Assessments Report

Figure 2.0.2 - Reports

The "DE Lookup Tables" gives the Administrator the ability to add and edit information for supporting the Developmental Team and Developmental Education functionality within MyVector. The Administrator is able to update the following tables:

- Developmental Education Advanced Academic Degrees
- Developmental Education Advanced Studies Groups
- Developmental PME Courses

The Admin user can add information to the each of the lookup tables by choosing the Add New button at the top of each lookup table. This will return a Pop-Up screen for populating the pertinent information. Upon selecting Save Changes in the Pop-Up screen the user will be returned to the Table view. Please see Figure 2.0.3.
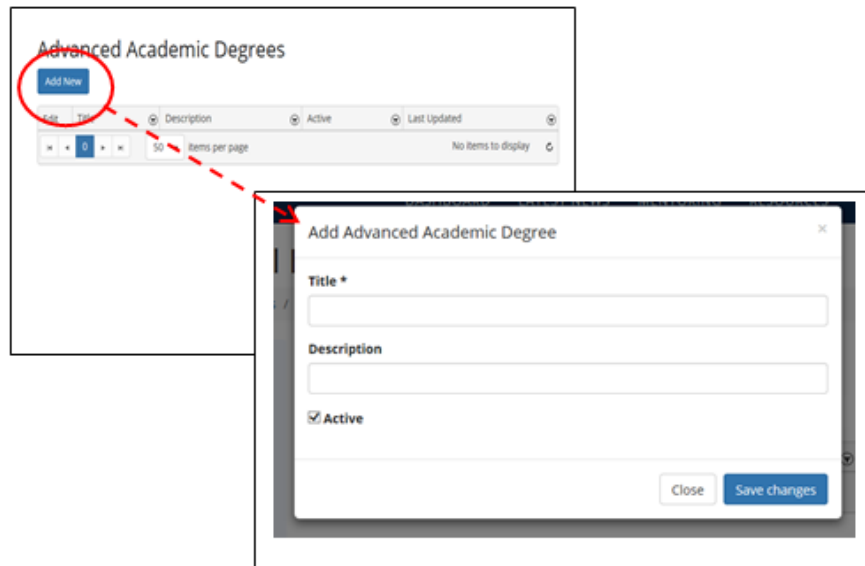
Figure 1.0.3 - Adding Information to Lookup Table

The Admin user can edit a record in a desired lookup table by selecting the Edit (pencil icon) option associated with a table entry.   Upon selection, the Admin user will be able to view the same Pop-Up screen as returned for the Adding information. Please see Figure 2.0.4.
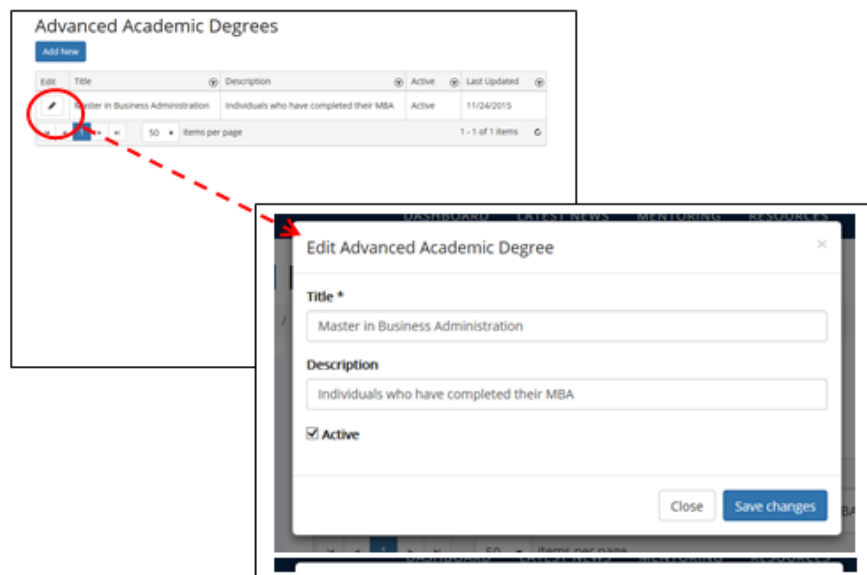

Figure 2.0.4 - Editing Information on Lookup Table

The "DT Groups" gives the Administrator the ability to add and edit Developmental Team Groups for supporting functionality within MyVector.

The Admin user can create a new DT Group by choosing the Add New button at the top of the DT Group table.   This will return a Pop-Up screen for populating the pertinent information. Upon selecting Save Changes in the Pop-Up screen the user will be returned to the Table view.   Please see Figure 2.0.5.
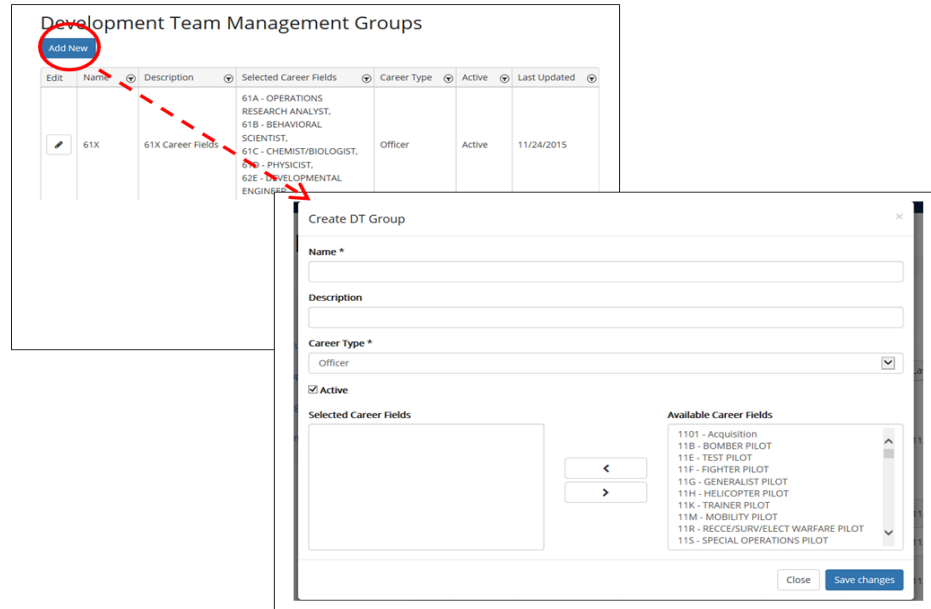
Figure 2.0.5 – Creating DT Management Group

The Admin user can edit a record in a desired lookup table by selecting the Edit (pencil icon) option associated with a table entry.   Upon selection, the Admin user will be able to view the same Pop-Up screen as returned for the Adding information.
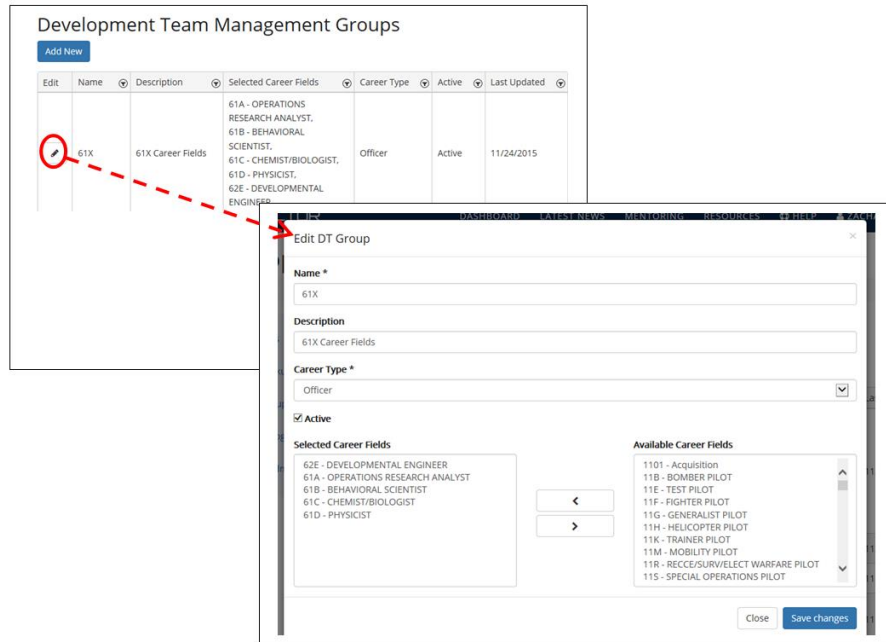
Figure 2.0.6 – Editing DT Group Information

The "Error Log" provides the Administrator the ability to view system errors individuals may have encountered while accessing the MyVector system functionality. The "User Admin" allows the Administrator the ability to view all registered users of the MyVector application and update User roles.

The "Hangfire Queue" provides the ability to view jobs that are queued, running, and completed; manage or cancel ongoing jobs; and view any error messages generated. The Admin can view the jobs ongoing by selected any of the options: Jobs, Retries, Recurring Jobs, and/or Servers. See figure 2.0.7 for a sample of the Jobs option.
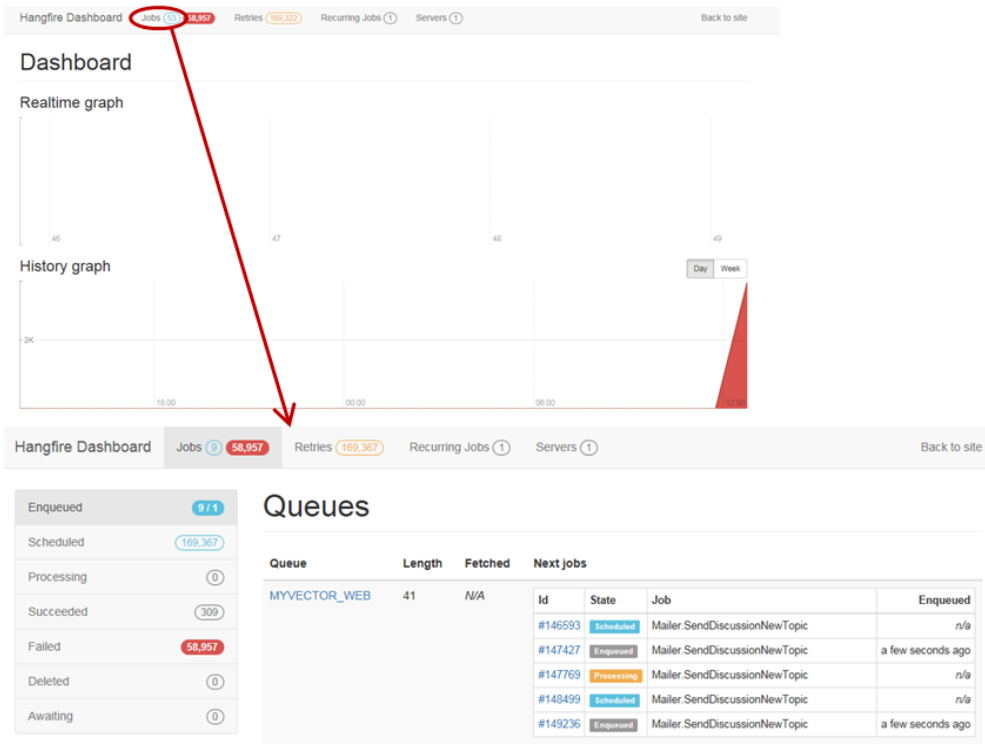
Figure 2.0.7 – Hangfire Queue (Example of Jobs selection)

3.0 CPT Management Administrator Functions

The Administrator has all of the elevated role capabilities in Career Path Tool. At the Administrator Tab, the Administrator will be able to manage the following:

- Global Tags
- ACM Codes
- ACE Codes
- Duty Codes
- Career Fields
- Career Field Groups
- Timeline Management
- Manage Global Messages
- Individual Capability Management
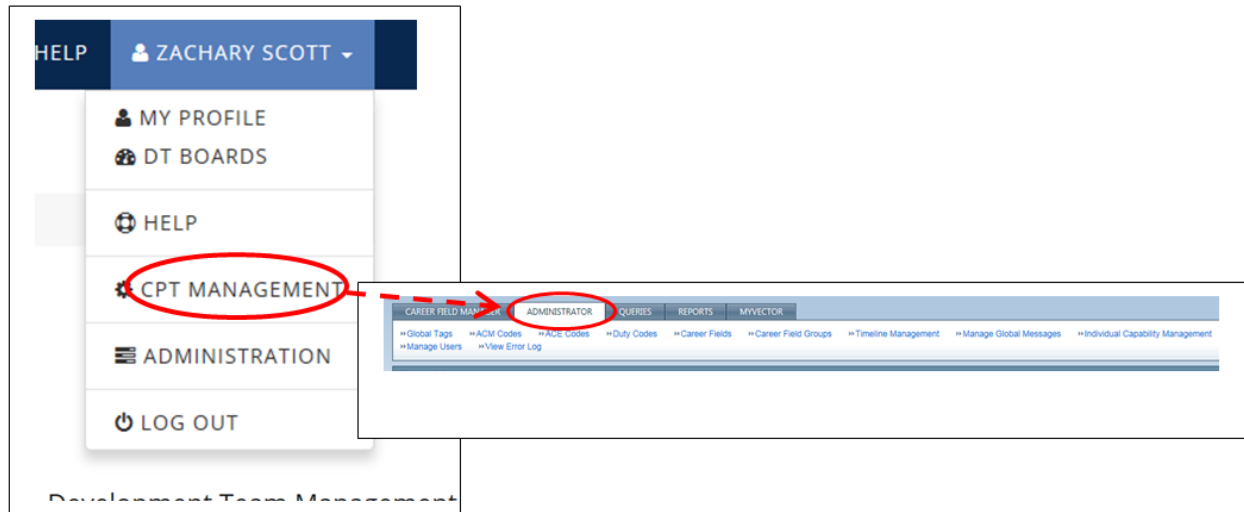
Figure 3.0.1 - CPT Administrator Navigation/Menu

3.1 Global Tags

The Administrator has the ability to create Global Tags and manage the Global Tag function within CPT. Global Tags consist of two parts:

1. The Parent Global Tag (or Global Generic Tag) is a unique 3 letter code coupled with a description.
2. The Child portion (or Global Specific Tag) is a unique 3 letter code coupled with a description that provides more fidelity to the Global Code.

Figure 3.1.1 illustrates the Global Tags page. To add a new Global Generic Tag, the Administrator will select the Add Global Generic Tag button and populate the associated pop-up.

Figure 3.1.1 - Global Tag Management

Selecting a Global Generic Tag allows Administrators to associate a Global Specific Tag to it using the Add Global Specific Tag button. Figure 3.1.2 demonstrates adding Global Specific Tag TST to the 21R | 21R Competency Global Generic Tag. Clicking Add button renders a "Global Specific Code added!" Message where Administrators must click OK to continue. The screen refreshes to the Global Tags page.

Figure 3.1.2 - Add new Global Specific Tag

Administrators can associate ACM codes to Global Specific Tags by selecting the Tag name (mouse over to highlight and click) to open the Update Global Specific Tab screen. The Add ACM Associations option is now available.   Selecting Career Field, ACM Code Type and a code from the list will highlight the Associate button. See Figure 3.1.3 for an example.

Figure 3.1.3 - Associating ACM Codes to Global Tags

To delete an existing association, Administrators click the red circle next to the ACM Association in the grid for the specific Global Tag (Figure 3.1.4)

Figure 3.1.4 - Global Specific Tag Pop-Up with Associations Populated

3.2 ACM Code Management

Career Field ACM Codes are managed from the ACM Codes page depicted at Figure 3.2.1. A career field is chosen from the drop down menu and clicking the Select button. From this refreshed screen, Administrators can add/modify/delete Functional Codes, Org/Specialty Codes or Job Codes and Grade Groups associated to Job Codes. Clicking the green circle icon opens an Add pop-up for each of the Code categories. The Add Code pop-up offers two fields: Code and Description. The Submit button completes the add feature.

To edit an existing ACM code Administrators will select the Text associated with the code within the Description column.

Figure 3.2.1 - Managing ACM Codes

To delete an existing ACM Code, the Administrator will select the red circle next to the code in the respective column. The pop-up notifies the Administrator of the number of duties associated with the deletion of the code and also allow the Administrator the option to remap the duties to a new ACM Code.

3.3 ACE Code Management

The Administrator has the ability to create and manage the ACE codes within CPT. Figure 3.3.1 shows the 11E – Test Pilot career field selected and the associated ACE codes. ACE Code Management is handled in the same manner and process as ACM Codes and DCM Codes. See either section for details.

Figure 3.3.1 - Managing ACE Codes

3.4 Duty Codes

From the Duty Codes page, Administrators manage all of the unique Duty AFSCs from the MilPDS database or Occupational Series coupled with Civilian Career Fields from the DCPDS database and associate them with a target Career Field within CPT.

Figure 2 - Associating Duty Codes to Career Fields

An Administrator is able to view all Duty Codes and assess if they are allocated to a Career Field or in an unallocated state; and Duty Codes can be associated to a Target Career Field as well.

Please see Figure 3.4.1. To assign a code to a Target career field, Administrators select the Duty Code from the grid on the left side of the page and click on the Assign button on the right side of

the page.   To remove a duty code from a career field select the red circle next to the code in the grid on the right side of the page.

To view Special Duties, check the Special Duties box located above the Target Career field. Duty codes are managed for Special Duties as described above for Career Fields. Administrators are able to associate each specific Duty Code to a Career Field Type and indicate if it is currently an Active Duty Code by selecting the Duty Code itself.

3.5 Career Fields

Users with Administrator role have the ability to create, delete and edit Career Fields from the Career Fields page. Figure 3.5.1 depicts this landing page.

Figure 3 - Manage Career Fields

To create a new career field, select the Create new Career Field button at the top of the page. The pop-up fields include Specialty Code, Specialty Title, Description fill-ins; Career Type radio buttons; Career Field Groups check boxes and a Competitive Category drop-down menu. Clicking Submit button after completing all the fields will create a new career field.

To edit the Career Field, click on the blue text in the Specialty Title column (see Figure 3.5.1). Administrators for Officer Career fields will need to associate the appropriate Competitive Category to the Career Field as it directly relates to the Timeline Management for Promotions and PME.

To associate a Career Field Group to display on the Pyramid, the User will be able to view all the available Career Field Group options within the Edit Career Field pop-up and associate the desired ones for displaying on the pyramid.

To delete a Career Field, choose the Red Button at the far right of the grid shown in Figure 3.5.1. IT IS NOT RECOMMENDED TO DELETE A CAREER FIELD WITHOUT DOCUMENTATION AND APPROVAL.

3.6 Career Field Groups

Career Field Groups are managed on this page. Career Field Groups associate specified career fields to a more aggregate level for displaying on the pyramid. For example, the 38F – Force Support career field management team may want to have all 8X duties displayed in one duty box on the 38F pyramid versus having all career fields within the 8X duties display individually or versus having the duties display as "Duty out of Core". By associating all 8X career fields to an "8X Duties" Career Field Group, the Administrator is then creating the ability to associate these Career Field Groups for display within the Edit Career Field option described in Section 3.5.

Figure 4 - Career Field Groups Management

3.7 Timeline Management

Specific to Officers, Timeline Management highlights the expected timeline by Competitive Category for each Officer grade (Projected Rank tab) and the expected timeline for Officer PME (Projected PME tab). These values will then populate the Career Plan Matrix for each individual user for the appropriate Years of Service.

To manage the Projected Rank timeline, choose the Projected Rank Tab within Timeline Management then Competitive Category / Grade combination. Finally, enter the Years of Service length expected for that combination.   The Grid below will then populate with the appropriate ranks. Please view Figure 3.7.1.

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Figure 3.7.1 - Timeline Management – Rank

For managing the appropriate PME window for each officer Competitive Category / YOS combination, choose the Projected PME Tab within Timeline Management; then, choose the Competitive Category and level of PME and then enter the Year of Service the window is expected to begin and the length of the window.   Please see Figure 3.7.2.

Figure 3.7.2 - Timeline Management – PME

3.8 Global Messages

The Manage Global Messages tab under Administrator is where Administrator role users access, create edit and delete global system messages. (Figure 3.8.1).

Figure 3.8.1 - Manage Global Messages Page

To create a new message select the Create new message button and enter the appropriate information in the responding page (System Message page): Article Title, Publish Date and Expiration Date (each with calendar view icons) and a text editor box. The text editor box is a 'what you see is what you get" (WYSIWYG) editor that allows Administrators a lot of flexibility in message creation.

Clicking Save refreshes the screen and Administrators are returned to the Manage Global Messages page.

Edit and delete messages are done on this page as well. Messages are deleted by clicking the red 'minus' sign circle next to the message title; editing is done by clicking the message title.

3.9 Individual Capability Management

View, create, edit and delete ICM codes at the Individual Capability Management tab. Please see Figure 3.9.1. Each ICM code has the following attributes:

1. Career Field(s) associated with the code (to include All)
2. Is the ICM code visible to the User or only to the CFM / RM roles?
3. Date created

To add a new code, select the Create new code button.

Figure 3.9.1 - Individual Capability Management

The pop-up ICM Tag Management provides fields for Tag Name and Description. To associate the ICM to specific career fields or to assign it as "Global", click Manage Careers button. Complete that action and return to the ICM Tag Management window and click Submit to complete the ICM creation. To edit an ICM, select the text in the Code column and modify the information.

Select the Red circle next to the Date Created column (Figure 3.9.1). IT IS NOT RECOMMENDED TO DELETE AN ICM CODE WITHOUT DOCUMENTATION AND APPROVAL.

3.10 Manage Users and Error Log

This capability has been migrated to the MyVector application. It is not recommended to use CPT for these functions.

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4.0 Administrator Specific Reports

Administrators have four additional reports available under the Reports Tab versus the Report Manager: ACM Mapping Status, User Access, User Registration and Mentor Report. The ACM Mapping Status report shows the number of Mapped and Unmapped duties, Resolved and Unresolved Disputes for each Career Field / Component Combination.

The User Access and User Registration reports allows the administrator to view the number of users that have accessed the system and /or registered over a selected timeframe.

The Mentor report allows the administrator to view all Mentor / Mentee relationships.